

Abhandlungen der Senckenberg Gesellschaft für Naturforschung

Instructions to authors

Manuscripts submitted to this journal are accepted on the basis that they have not been published elsewhere nor have been submitted for publication in any other journal; authors affirm that text and illustrations are not protected by copyrights of third parties. If the manuscripts comply with the editorial instructions below papers will be sent to at least two referees. The Editor of the journal will inform authors of the referees' comments.

Type specimens and illustrated material, if not stored in an appropriate permanent institution, must be deposited in the collections of the Senckenberg Research Institute. The name of the institution and, if possible, the registration number must be indicated.

Manuscripts

Manuscripts must be sent to the Editor as an **electronic version** accompanied with two paper copies (printouts). All illustrations should be sent in a high-quality digital version directly suitable for the layout and printing process on a CD and, additionally, as a photocopy together with the printout. Please indicate on the front page the corresponding author and provide the e-mail address and full postal address to which correspondence and the proofs should be sent.

Authors are requested to provide up to ten keywords following the abstract which must be supplementary to the title. Papers should follow the format of this journal as printed in recent issues. Manuscripts should be written preferably in English. Only names of genera and species are in *italics* and the volume numbers of the cited journals must be in **bold**. Each symbol (e.g. Greek letters, letters with accents or other symbols) must be marked with a highlighting pen on the printout. Manuscripts should not contain formats other than those mentioned above.

References

Authors should use the system illustrated below. References must be listed in alphabetical order at the end of the paper. Only full articles that have been published or are "in press" may be included in the reference list (papers "in preparation" will not be accepted). Each citation in the text (including synonymy lists) must be accompanied by a full reference in the list of references and vice versa. Footnotes should be avoided.

In the text, references should be as follows: Author1 & Author2 (1996) or (Author 1996: 260) or (Author 1996) or (Author 1959, Author 1987, Author 1989) or Author et al. (1996) if three authors or more.

The reference list citations are as follows:

Author, A. M. (1989): Title of the article. Full title of the journal (no abbreviations!), **56**: 1–45.

Author, A., Author, B., Author, C. (1989a): Title of the article. Full title of the journal (no abbreviations!), **14** (3): 1–45.

Author, A. (1989): Title of the book. I–VIII, 1–450. Place of publication: Publisher.

Editor1, A., Editor2, B. (Eds) (1989): Title of the book. 1–250. Place of publication: Publisher.

Author, A., Author, B. (1990): Title of the contribution. In: Editor, C. (Ed.): Title of the book or volume, **14** (3). 220–235. Place of publication: Publisher.

Figures, tables, plates

Each illustration must be provided as a separate file and identified by its number and the name of the author(s). Quality and resolution must be suitable for print (e.g., **PowerPoint files cannot be accepted**). Their intended placement may be indicated on the left-hand margin of the printout. All illustrations should fit within one of the three possible widths: one column (80 mm), two-thirds of a page (120 mm), or a page (165 mm); maximum height is in any case 240 mm. Final lettering for print should be in 10–12 point (at printing format) in semi-bold Times font. Please avoid mounted photographs. Tables should be written as text (longer tables in a separate file); horizontal and vertical lines should be prepared with 0.5 point. Colour figures can be included after consultation with the editor.

If manuscripts submitted are not in agreement with the editorial instructions they will be returned to the author immediately.

Page charge

A page charge will be applied only to excessively long manuscripts (except monographs). Up to three plates for each paper are free of charge (10 plates for monographs); each subsequent plate will be charged to the author(s). In such a case please contact the editor.

Proofs

One set of proofs will be sent to the corresponding author. Corrections should be returned to the Editor-in-Chief **within two weeks** to ensure uninterrupted processing; in the case of an authors' failure to do so the manuscript will be checked by the Editor and will be published in the presented form. Major alterations to the text and illustrations are only accepted when absolutely necessary and the additional costs will be charged to the author.

Offprints

Ten copies free of charge and will be sent to the corresponding author.

The address for all correspondence regarding Abhandlungen is:

Volker Mosbrugger, Peter Königshof
Senckenberg
Forschungsinstitut und Naturmuseum
Senckenberganlage 25
60325 Frankfurt am Main
Germany
Phone: +49-(0)69-97075-1686
E-mail: Peter.Koenigshof@senckenberg.de

www.senckenberg.de/abhandl